

Campus Security Officer

KIND OF WORK

Security lead work.

NATURE AND PURPOSE

Under general supervision, provides unarmed security services and lead-work /technical direction to paraprofessional Patrol Officers/Safety Monitors (Student Workers) to ensure protection of persons and property; enforcement of laws, ordinances and regulations; respond to criminal, medical, mechanical, weather-related and other emergencies at the campus; and provide primary direction and decision-making during incidents on campus until relieved by a higher authority. The positions maintain a high level of public relations and effective communications with members of the campus community.

DISTINGUISHING CHARACTERISTICS

The Campus Security Officer differs from the Security Guard classification in that the Campus Security Officer class provides lead work /technical direction to paraprofessionals. The Security Guard –Armed class differs from the Campus Security Officer classification in the requirement to carry a concealed firearm and eligible to be licensed as a Minnesota Peace Officer (POST eligible) or have held an active MN POST license.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Direct and assign all student security monitors/patrol officers.

Patrol interior/exterior and encircling properties of the campus, secure buildings to prevent theft, vandalism, trespassing, harassment, criminal activities and defend the college's properties and resources.

Regulate, monitor and patrol all campus parking areas.

Respond to campus-wide emergency situation and trouble calls, interview involved parties, request emergency or police assistance, detain persons, and write reports.

Enforce established key/key card responsibility procedures for all campus buildings by cutting and issuing keys/key cards, ordering materials and equipment for key/key cards, maintaining a database and issuing a Security Notification form.

Direct the activities in the Security Communications Center in the absence of the Security Communications System Monitor.

KNOWLEDGES, SKILLS AND ABILITIES REQUIRED

Knowledge of the following:

- City ordinances, State of Mn, Federal criminal and civil law as it applies to campus security
- College procedures and policies
- Standard police practices including investigation techniques and procedures
- Emergency medical techniques
- Rule of evidence
- Citizen's arrest power
- Handcuff and pepper spray applications
- Loss prevention techniques
- Traffic control
- Physical security
- Working knowledge of computer operating systems and related software
- Right-to-Know training
- Campus Security Act of 1992 and related requirements
- Intrusion alarms, detection and surveillance systems and fire alarms
- Data Privacy Act
- MSDS sheets and related requirements

Skill in:

- Locksmithing
- CPR

Ability to:

- Mechanical aptitude sufficient to recognize and to temporarily control mechanical emergencies until skilled physical plant personnel can be called in.
- Interpret laws, regulations and policies.
- Enforce regulations, reasonably but firmly.
- React quickly and appropriately in emergency situations.
- Prepare incident reports and maintain log records accurately and concisely.
- Establish and maintain effective working relationships with staff and the general public.

SPECIAL WORKING CONDITIONS

Positions in this class may experience moderate exposure to variable and/or harsh weather when working outside of the buildings monitored.

Positions in this class may be exposed to some risk of injury involved with crowd control.

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TC:
Former Title(s) :